



Legislation Text

File #: 22-553, **Version:** 1

Memorandum

Date: June 7, 2022

To: The Honorable Lake County Board of Supervisors

From: Brian L. Martin, Sheriff/Coroner

Subject: Approve destruction of records, paper, or document which is more than two years old or document that is not expressly required by law to be filed and preserved

Executive Summary: The Sheriff's Department requests your Boards' approval to destroy the following records under Government Code sections 26202 and 26205 authorizing the destruction or disposition of any records, paper or document which is more than two years old or document that is not expressly required by law to be filed and preserved

Closed Civil Records prior to December 31, 2018

Payroll:
Department time sheets thru fiscal year 2015/16.

Expenditures:
All expenditure records thru fiscal year 2015/16.

Jail Records:
Arrest booking files for misdemeanor bookings for fiscal year 2016/17 and earlier, felony bookings for fiscal year 2016/17 and earlier and offender records for fiscal year 2014/15 and earlier.
Visiting logs for fiscal year 2014/15. Jail monthly reports to include housing logs, cell check logs, bookings logs, cleaning cart logs for fiscal year 2014/15. Bail bond receipt books for fiscal year 2014/15. Failure to appear reports for fiscal year 2014/15.

All 10/8 logs through fiscal year 2014/15.

Dispatch:
All audio recordings prior to December 31, 2018.

Mobile Audio Video recordings with no evidentiary value prior to December 31, 2016.

Background files - All non-hired applicant background files prior to December 31, 2019

Separated Employee Personnel Files prior to December 31, 2016

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply): ☒ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Approve destruction of records, paper, or document which is more than two years old or document that is not expressly required by law to be filed and preserved